

EMPLOYMENT OPPORTUNITY - Vacancy Announcement No. 2016-25

The U.S. Embassy in Belmopan is seeking eligible and qualified applicants for six Gardener (6) positions. The successful candidates will be required to obtain a security clearance and undergo a medical examination.

BASIC FUNCTION OF THE POSITION:

- Provides gardening care for U.S. Government-owned properties and their perimeters, including but not limited to the chancery compound and the residential compound. Duties include preparing soil and plants (including plants for indoor display), cultivating, fertilizing, trimming, watering, spraying, pruning, transplanting and seeding.
- Responsible for building maintenance, to include washing windows, treating and cleaning building stones, and preparing stucco for painting.
- Responsible for the monitoring of the condition of the grounds and reporting any infestations of termites or other garden pests and performing preventative and reactive pest management duties.
- Responsible for the removal of debris from storm drains and recyclable material from the residential and embassy compounds.

QUALIFICATIONS REQUIRED:

- Completion of primary school is required.
- Six months gardening experience is required.
- Level II (limited working knowledge) speaking/reading/writing English is required.
- Incumbent must possess a good working knowledge of care of plant life, irrigation systems, pesticide use, weed control, tree planting, plant nursery operations, and the safe use of all gardening trade tools and equipment.
- Incumbent must be able to perform moderately heavy work and lift up to 70 pounds.

WHO MAY APPLY: Anyone who is eligible for appointment under Belize's local laws. Applicant must be in possession of a Belize social security card valid for employment and/or a resident/work permit.

HOW TO APPLY: Interested candidates must submit the following in order to be considered for the position. 1. Universal Application for Employment (UAE) form (DS-0174); plus 2. Any other documentation (e.g., essays, certificates, awards, licenses, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO: BelmopanJobs@state.gov. All applications must be signed and scanned. ONLY electronic applications will be accepted. To view the DS 174-Universal Application for Employment form (UAE) and application instructions, please click on http://belize.usembassy.gov/job_opportunities.html. Your e-mail must state the vacancy title and vacancy announcement number in the subject line, example: Gardener, Vacancy Announcement No. 2016-25. E-mails received without the appropriate subject line will not be considered.

A copy of this advertisement, the position descriptions and the required application form (DS-0174) are posted on the Embassy's website at http://belize.usembassy.gov/job_opportunities.html. The deadline for submitting applications is Friday, November 18, 2016. Applications will not be accepted after November 18, 2016.

The U.S. Mission in Belize provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of

State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.